

## MINUTES

WASHINGTON PUBLIC LIBRARY  
20 West Carlton Avenue  
Washington, NJ 07882  
(908) 689-0201

**Monday, September 27, 2021, at 7:00 PM**

- I. **CALL MEETING TO ORDER/COMPLIANCE WITH THE SUNSHINE LAW:** Board president Rosemarie Rosati called the regularly monthly meeting of the Washington Public Library Board of Trustees to order via Zoom call at 7:26 PM and read the Open Public Meeting Act.
- II. **DECLARE A QUORUM:** Rosemarie declared a quorum.
- III. **ROLL CALL:** President Rosemarie Rosati, Secretary Ian Watts, Mayor David Higgins, and new board member Angela Bridygham were present. John Valentine, Frank May, Tristan LaFerriere, and Jackie Nassry were absent. Clerk Tracy Quamme was also present.
- IV. **APPROVAL OF THE MINUTES:** Mayor Higgins made a motion to approve the minutes for the Regular Monthly Meetings held on May 24, 2021, and July 26, 2021, as presented. The motion was seconded by Rosemarie and agreed upon by Ian. Angela abstained.
- V. **PUBLIC COMMENT/PRESENTATION:** As there were no guests either in person or on Zoom to comment, Mayor Higgins motioned that we close this section of the meeting. Rosemarie seconded and Ian and Angela voted yes as well.
- VI. **COMMUNICATIONS:** No presentation was made to the board by library staff at this session.
- VII. **REPORTS:**
  1. President's Report- Rosemarie noted that we were unable to hire a recent applicant for director because they did not meet the supervisory experience requirements for the position per state civil service guidelines. She noted that it has been difficult to fill the position because it is not full-time and at the low end of the market salary range. See the new business section for further discussion on this issue.
  2. Treasurer's Report- John Valentine was not available to discuss the report due to illness. Rosemarie made motion to accept the report as presented, which was seconded by Mayor Higgins and supported by Ian and Angela. The board also discussed the need to add a co-signer to our bank account, as John may be unavailable for an extended period.
  3. Director's Report- There was no director's report as the position is still vacant.
  4. Committee Reports
    - a. Finance Committee-Rosemarie noted that the audit reports are in for 2019/2020 and that she would need to schedule time to review their findings and recommendations with Tracy and any board members who are available. Rosemarie said that the auditors did not consider that some expenses were covered by in-house budget and thus it appeared we may have overpaid in 2019.
    - b. House Committee- Ian stated there had been no further maintenance issues with the library building, but that he still intended to meet with a representative from DPW to review the state of the building and put together a list of any work that may need to be done in the near future. Mayor Higgins indicated he would provide the contact information for the best person for us to reach out to.
    - c. Policy Committee- Rosemarie said that the board is not yet ready to approve a new collection development policy due to recent personnel changes. The policy will be redistributed so new members can

review. She also said that updating the Strategic Plan would be removed from the standing agenda for the time being.

- d. Friends of the Library- Rosemarie said that the tricky tray event held by the FOTL went well, but it is unclear how much they raised. She would be following up with the FOTL for additional information.
- e. Social Media & Communication- There was no report from this committee as Frank was not able to join.

**VIII. OLD BUSINESS:**

- 1. Ian noted that he had reached out to Jen Peters, who had been suggested by Angela as another person who may be interested in joining the board. Angela said that Jen had received the message and was considering the offer. Rosemarie observed that the board needed a minimum of four members but could go up to seven.
- 2. We were unable to discuss the Friends of the Library Memorandum of Understanding, as board member John Valentine was not available to provide the documentation for review.

**IX. NEW BUSINESS:**

- 1. The board discussed the possibility that the borough could exit the civil service requirements to have more flexibility with the hiring process for a new director. Mayor Higgins noted that this would require state approval, and that it was also not possible to exempt individual positions—all employees of the borough who are currently classified as civil service would have to be removed from that classification as well. The board then discussed the possibility of foregoing state funding or offering a flexible part-time employment agreement to candidates. Rosemarie and Mayor Higgins indicated they would continue to discuss and review options with the borough's legal consultant.
- 2. The board also discussed the possibility of another effort to create a regional library with surrounding communities. In this arrangement, the library would remain in its current location but offer its services to those additional communities. This would be considerably less expensive than joining the county library system, but there may be difficulty in getting each municipality to agree on board representation. Mayor Higgins noted that the borough manager had been looking into the possibility of a shared service agreement last year, but this was shelved with the onset of the COVID-19 pandemic.

**X. COMMENTS, ANNOUNCEMENTS, AND OTHER BUSINESS:** There was no further comments or business.

**XI. EXECUTIVE SESSION (as needed):** No executive session was held.

**XII. ADJOURNMENT:** Mayor Higgins motioned to adjourn the meeting at 8:20 PM. Ian seconded and was supported by all other attendees.

Ian Watts  
Secretary

Cc: Board of Trustees (7) Washington Public Library  
Tracy Quamme, Clerk